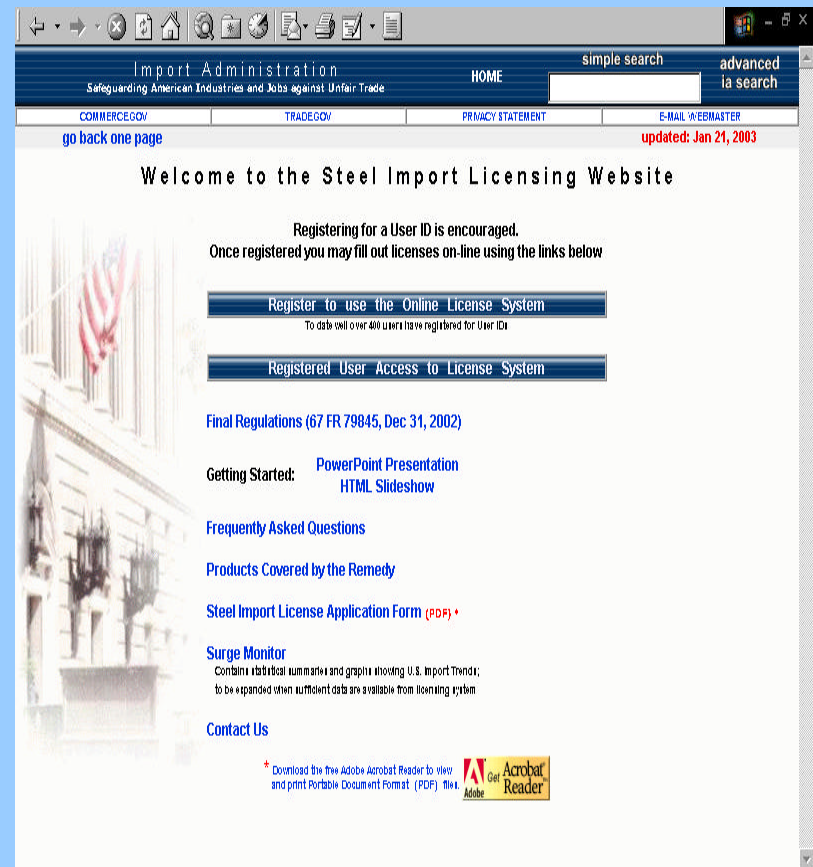


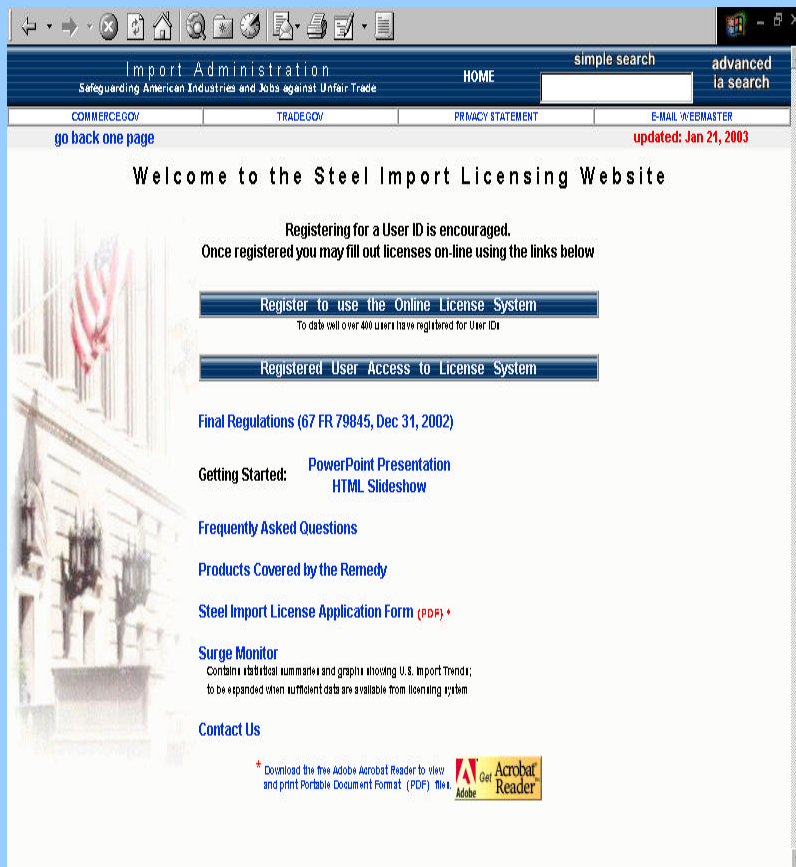
# HOW TO REGISTER

- Location-  
[Http://ia.ita.doc.gov/steel/license/](http://ia.ita.doc.gov/steel/license/)
- Register for a User ID **first** by clicking on 'Register to Use the Online System', if you have not done so.



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# HOW TO ACCESS THE LICENSE FORM



- Receive a confirmation e-mail from us with your User ID within 24 hours
- Click on 'Registered User Access to License System'

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# HOW TO ACCESS THE LICENSE FORM

- Enter your User ID,  
and then press  
'Continue'



The screenshot shows a web browser window displaying the 'IMPORT ADMINISTRATION Steel Import License' page. The page has a blue header with the title and a navigation bar with links: 'DOC HOME', 'ITA HOME', 'PRIVACY STATEMENT', and 'E-MAIL WEBMASTER'. Below the header, a red banner reads 'Welcome to the Department of Commerce On-Line Steel Licensing System'. The main content area contains two paragraphs of text explaining the system's purpose and providing instructions for users. At the bottom, there is a form with the label 'Please enter the User ID:' followed by a text input box and a 'Continue' button.

IMPORT ADMINISTRATION  
Steel Import License

[DOC HOME](#) [ITA HOME](#) [PRIVACY STATEMENT](#) [E-MAIL WEBMASTER](#)

**Welcome to the Department of Commerce On-Line Steel Licensing System**

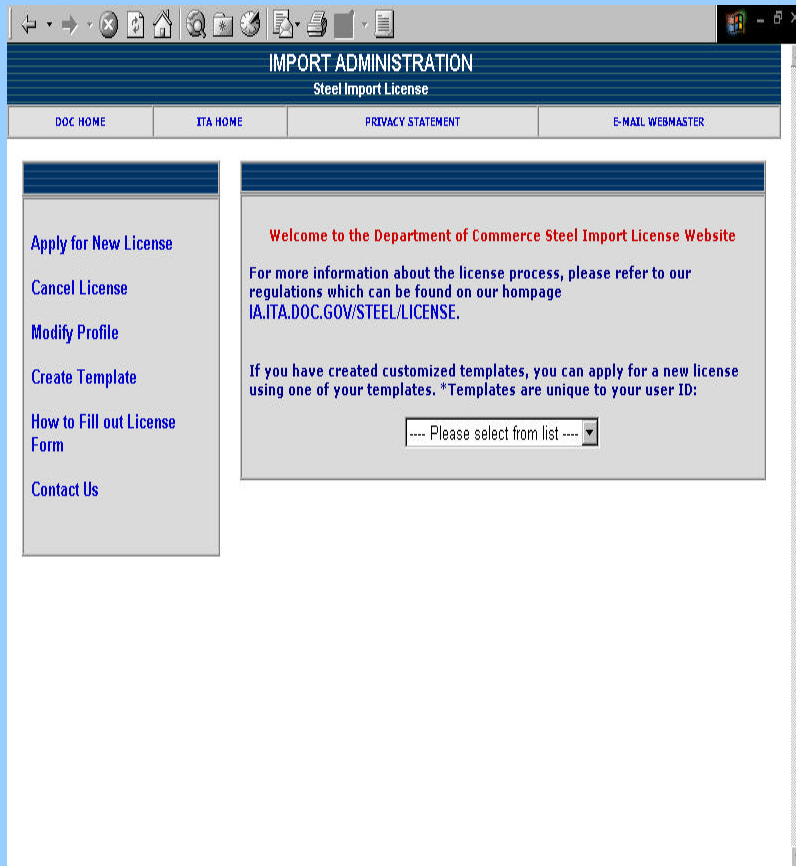
This site has been created in response to the President's March 5, 2002, announcement for safeguard measures on certain steel products. As part of those safeguard measures, the President mandated that the Secretary of Commerce and Secretary of the Treasury institute this import licensing system to facilitate the monitoring of imports of certain steel products. The final rule implementing these measures was published in the Federal Register on December 31, 2002. For more information about the rule and this site, [click here](#).

In order to use this site, you must first register. To register as a new user, please [click here to register](#). Otherwise, please enter your user ID in the box below and click on the "Continue" button.

Please enter the User ID:

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# HOW TO CREATE A NEW TEMPLATE



- Click on 'Create Template' on your left

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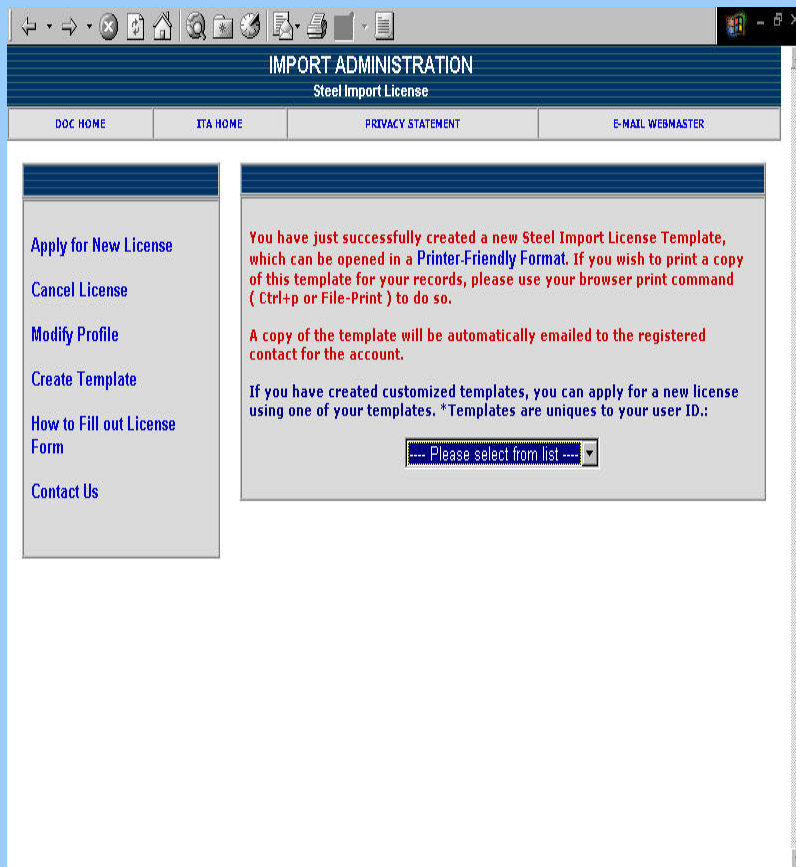
# HOW TO CREATE A NEW TEMPLATE

- Enter the new information (*shaded fields* are filled in automatically)
- Hit 'Save Template' at the bottom

The screenshot shows a web browser window displaying the 'IMPORT ADMINISTRATION Steel Import License' form. The form is titled 'TEMPLATE FOR STEEL IMPORT LICENSE' and includes a 'Template Identifier: 00-1234567-04'. It features a 'Foreign Trade Zone' checkbox. Below this, there are three sections for product information: 'PRODUCT ONE', 'PRODUCT TWO', and 'PRODUCT THREE'. Each section contains fields for 'HTS Number', 'Original HTS Number (HTS is Chapter 99)', 'Product Description', and 'Remedy Category'. The form also includes a 'DOC HOME' link and a 'PRIVACY STATEMENT' link. The form is designed for creating a new template, with shaded fields indicating where new information should be entered.

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# HOW TO PRINT



- **Print** option available, and a **copy** of the template will be e-mailed to the registered contact for the account
- Scroll down the list and select you User ID + template number

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# HOW TO CHOOSE AN EXISTING TEMPLATE

- If you have already created a customized template, scroll down the list where it says 'Please select from list', and select your User ID + template number

The screenshot shows a web browser window displaying the 'IMPORT ADMINISTRATION Steel Import License' website. The browser's address bar shows the URL 'IA.ITA.DOC.GOV/STEEL/LICENSE'. The website has a dark blue header with the title 'IMPORT ADMINISTRATION Steel Import License'. Below the header is a navigation bar with four links: 'DOC HOME', 'ITA HOME', 'PRIVACY STATEMENT', and 'E-MAIL WEBMASTER'. The main content area is divided into two columns. The left column contains a list of links: 'Apply for New License', 'Cancel License', 'Modify Profile', 'Create Template', 'How to Fill out License Form', and 'Contact Us'. The right column contains a welcome message: 'Welcome to the Department of Commerce Steel Import License Website'. Below the welcome message is a paragraph of text: 'For more information about the license process, please refer to our regulations which can be found on our homepage IA.ITA.DOC.GOV/STEEL/LICENSE.' and another paragraph: 'If you have created customized templates, you can apply for a new license using one of your templates. \*Templates are unique to your user ID:'. At the bottom of the right column is a dropdown menu with the text '---- Please select from list ----'.

# IN ORDER TO MAKE CHANGES

The screenshot shows a web browser window with the title "IMPORT ADMINISTRATION Steel Import License". The browser's address bar shows "http://www.ita.doc.gov". The page has a navigation bar with links: "DOC HOME", "ITA HOME", "PRIVACY STATEMENT", and "E-MAIL WEBMASTER". Below the navigation bar, the page displays "OIR NO: 0625-0245" and "Expiry: September 30, 2005". The main heading is "TEMPLATE FOR STEEL IMPORT LICENSE" with a "Template Identifier: 00-1234567-04". There is a checkbox for "Foreign Trade Zone". The form is divided into three sections: "PRODUCT ONE", "PRODUCT TWO", and "PRODUCT THREE". Each section contains fields for "HTS Number", "Original HTS Number (if HTS is Chapter 99)", "Product Description", and "Remedy Category".

IMPORT ADMINISTRATION  
Steel Import License

DOC HOME ITA HOME PRIVACY STATEMENT E-MAIL WEBMASTER

OIR NO: 0625-0245  
Expiry: September 30, 2005

TEMPLATE FOR STEEL IMPORT LICENSE  
Template Identifier: 00-1234567-04

☐ Foreign Trade Zone

9) Importer Name: 10) Exporter Name: 11) Manufacturer Name:  
12) Country of Origin (Customs Basis): 13) Country of Exportation: 14) Expected Port of Entry:  
--- Please select from list --- --- Please select from list --- --- Please select from list ---

PRODUCT ONE

20) HTS Number: 20) Original HTS Number (if HTS is Chapter 99):  
--- Please select from list ---  
21) Product Description: 22) Remedy Category:

PRODUCT TWO

25) HTS Number: 25) Original HTS Number (if HTS is Chapter 99):  
--- Please select from list ---  
26) Product Description: 27) Remedy Category:

PRODUCT THREE

30) HTS Number: 30) Original HTS Number (if HTS is Chapter 99):  
--- Please select from list ---  
31) Product Description: 32) Remedy Category:

- At this time, it is not possible to make any changes on a template. However, you can revise the information in the license application.

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